

DEPARTMENT OF THE ARMY  
U.S. ARMY MILITARY DISTRICT OF WASHINGTON  
FORT LESLEY J. MCNAIR, DC 20319-5058

MDW Regulation  
No. 385-7

1 February 1999

Safety  
COLLATERAL DUTY SAFETY REPRESENTATIVE (CDSR) PROGRAM

---


FOR THE COMMANDER:

STEPHEN B. MASSEY  
Colonel, GS  
Chief of Staff

DISTRIBUTION:

A  
B  
C

OFFICIAL:

  
JOYCE HENDERSON  
LTC, AG  
Adjutant General

---

**History.** This is a new regulation.

**Summary.** This regulation establishes responsibilities and procedures for collateral duty safety representatives (CDSRs) within the U.S. Army Military District of Washington (MDW). It further establishes the MDW Safety Director as the major Army command (MACOM) proponent and authority for the CDSR Program

**Applicability.** This regulation applies to staff principals, installations, and subordinate commands and activities of MDW, and tenant activities that are assigned to or supported by MDW.

**Supplementation.** This regulation may be supplemented at the installation level. Proposed supplements must be submitted for approval to Commander, MDW, ATTN: ANOS, 103 Third Avenue, Fort Lesley J. McNair, DC 20319-5058.

**Suggested improvements.** The proponent of this regulation is the MDW Safety Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, MDW, ATTN: ANOS, 103 Third Avenue, Fort Lesley J. McNair, DC 20319-5058.

## Contents

	Paragraph	Page
<b>Chapter 1</b>		
<b>Introduction</b>		
Purpose	1-1	1-1
References	1-2	1-1
Explanation of abbreviations and terms	1-3	1-1
<b>Chapter 2</b>		
<b>Responsibilities</b>		
MDW Safety Director	2-1	2-1
Unit commanders and organization directors	2-2	2-1
Installation safety office (ISO) managers	2-3	2-1
Collateral duty safety representatives (CDSRs)	2-4	2-2
<b>Chapter 3</b>		
<b>Training</b>		
General training requirements	3-1	3-1
Core safety and occupational health (S&OH) training	3-2	3-1
Specialized S&OH training	3-3	3-2
<b>Chapter 4</b>		
<b>Safety Inspections</b>		
Standard Army safety and occupational health inspections (SASOHIIs)	4-1	4-1
Written reports of violations	4-2	4-3
Hazard abatement	4-3	4-3
Followup procedures	4-4	4-4
Department of Labor (DOL) Safety Inspections	4-5	4-4
<b>Chapter 5</b>		
<b>Accident Investigation and Reporting</b>		
Safeguarding accident information	5-1	5-1
Classes of accidents	5-2	5-1
Types of accidents	5-3	5-2
Accident reporting requirements	5-4	5-5
<b>Appendixes</b>		
A. References		A-1
B. Sample CDSR Appointment Order		B-1
C. Program of Instruction Collateral Duty Safety Representative Core Training		C-1
D. Preparing a Safety Standing Operating Procedure (SOP)		D-1

**MDW Reg 385-7**

- E.** Completed sample of DA Form 2272
- F.** Completed Sample of DA Form 285-AB-R
- G.** Completed Sample of DA Form 4754
- H.** Completed Sample of DA Form 4753

E-1  
F-1  
G-1  
H-1

**Glossary**

Glossary-1

## **Chapter 1 Introduction**

### **1-1. Purpose**

Through the support of a cohesive CDSR program, commanders and organizational directors can increase safety awareness that will provide employees with a safer and more healthful working environment. This program provides commanders and organizational directors with a direct link to the installation safety office through the appointment of a unit/organizational CDSR. The CDSR performs an important role by promoting safety, providing hazard identification and abatement, and ensuring that risk management procedures are integrated into all training, operations, and missions.

### **1-2. References**

Required and related publications, forms, and websites are listed in appendix A.

### **1-3. Explanations of abbreviations and terms**

Abbreviations and special terms used in this regulation are explained in the glossary.



**Chapter 2**  
**Responsibilities**

**2-1. MDW Safety Director.** The MDW Safety and Occupational Health Director will provide overall policy guidance, coordination, and oversight of the CDSR program.

**2-2. Unit commanders and organization directors.** The unit commanders and organization directors will--

a. Appoint a primary CDSR and alternate CDSR in writing (see app B for sample of CDSR appointment orders). (Note: CDSR appointee will have at least 1 year of retainability.)

b. Ensure CDSR attends core safety and occupational health (S&OH) training within 6 months of being assigned CDSR duties.

c. Ensure CDSR receives visibility, time, and the authority he/she needs to successfully accomplish his/her duties.

d. Take action to abate deficiencies identified during safety inspections conducted by either the CDSR or the S&OH professional.

e. Ensure that appointed personnel whose CDSR duties account for 20 percent or more of their time have the duties included by addendum to their official job descriptions.

f. Ensure CDSR attends mandatory S&OH training sessions and the quarterly ISO CDSR meetings.

**2-3. Installation safety office (ISO) managers.** The ISO managers will--

a. Provide guidance and oversight management to CDSRs.

b. Advise the unit commander/organization director on the status and adequacy of the accident prevention program within the unit/organization.

c. Conduct core S&OH training at least semi-annually in accordance with chapter 3 and appendix C of this regulation, and ensure that each CDSR is provided a copy of this regulation during the core S&OH training.

d. Conduct and/or coordinate mandatory specialized S&OH training as determined necessary. Specialized training will also include the process of conducting a safety job hazard analysis. (See MDW Form 42-R-E (Job Hazard Analysis Form) located at the end of this regulation.)

e. Ensure only personnel completing training are appointed to CDSR duties.

**MDW Reg 385-7**

f. Establish and act as chairman of the ISO CDSR safety meeting.

g. Establish and conduct quarterly CDSR safety meetings.

h. Monitor reports of inspections and conduct unannounced verification checks of reported abatement actions.

**2-4. Collateral duty safety representatives (CDSRs).** The CDSRs will--

a. Complete the core S&OH training within 6 months of being assigned CDSR duties.

b. Act as advisor to the unit commander/organization director and provide him/her with recommendations for improving the safety posture of the unit/organization.

c. Serve as the focal point for all S&OH issues within the unit/organization.

d. Attend and participate in the ISO's CDSR safety meetings.

e. Attend the installation's Safety and Occupational Health Advisory Council meetings.

f. Inform unit/organization personnel of changes in safety policy.

g. Conduct a standard Army safety and occupational health inspection (SASOHI) of all low hazard facilities (i.e., administrative areas) assigned to the unit/organization prior to the end of each fiscal year, and within 10 working days of completion of SASOHI, submit completed inspection forms to the ISO. Further guidance on conducting a SASOHI is provided in chapter 5 of this regulation. (Note: CDSR will **NOT** conduct SASOHI until after completion and certification of core S&OH training.)

h. Conduct periodic (quarterly recommended) walk-through safety inspections and identify hazard(s) and ensure they are corrected.

i. Attend risk management train-the-trainer training, be certified as a trainer, and ensure all personnel within their unit/organization receive training on risk management.

j. Ensure all personnel who work with or are exposed to hazardous materials/chemicals receive hazard communication standard training.

k. Maintain close liaison with the ISO on all pertinent S&OH matters.

l. Assist supervisor(s) in conducting a job safety hazard analysis. (See MDW Form 42-R-E located at the end of this regulation.)

m. Develop a unit/organizational standing operating procedure (SOP) and assist unit/organizational activities in developing an SOP tailored to their particular environment, operations, and peculiarities. (See app D for elements that should be addressed in a safety SOP.)

n. Ensure that the Army Hazard Reporting Program is promoted and blank DA Forms 4755 (Employee Report of Alleged Unsafe or Unhealthful Working Conditions) are readily available for unit/organization personnel use.

o. Assist the ISO in investigating accidents.

(1) Immediately notify the ISO when assigned personnel are involved in a Class A or B accident.

(2) Prepare or assist the supervisor in completing the appropriate accident form (i.e., CA-1 (Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation) or CA-2 (Notice of Occupational Disease and Claim for Compensation) for civilians; DA Form 285-AB-R (Abbreviated Ground Accident Report) for military, Army motor vehicle, and property damage accidents. (See app E for completed sample of DA Form 285-AB-R.)

(3) Ensure the original DA Form 285-AB-R or a copy of the CA-1/2 is forwarded to the ISO within 7 working days of the accident. (NOTE: Tenant activities will provide the original DA 285-AB-R to their command and forward a copy to the ISO.)

p. Ensure DA Form 2272 (DoD Occupational Safety and Health Protection Program) is posted at the unit/organization worksite. (See appendix F for completed sample of DA Form 2272.)

q. Assist supervisors in promoting the S&OH program and motivating unit/organizational personnel to actively participate in accident prevention and risk reduction.

r. Distribute safety posters, literature, and other educational or promotional safety materials.

s. Obtain and maintain copies of required safety publications and forms.

t. Maintain appropriate safety files and records in accordance with AR 25-400-2.

### **Chapter 3 Training**

#### **3-1. General training requirements**

a. All CDSRs will be provided core S&OH training commensurate with the scope of CDSR responsibilities identified in paragraph 2-4 of this regulation, and receive a copy of this regulation.

b. Each CDSR must attend and successfully complete all core S&OH training sessions to be certified as a CDSR.

c. The following forms will be used to document CDSR training:

(1) DD Form 1556 (Request, Authorization, Agreement, Certification of Training and Reimbursement) will be used to document CDSR training for civilian personnel.

(2) DD Form 87 (Certificate of Training) will be used to document CDSR training for military personnel.

#### **3-2. Core Safety and Occupational Health (S&OH) training**

a. Section 19 of Public Law 91-956.

b. Executive Order 12196.

c. Safety management philosophy.

d. Review of Army, MDW, and the installation's safety program and regulations, to include safety internet resources.

e. Identification and use of S&OH standards and Army requirements.

f. Roles and responsibilities of a CDSR.

g. How to develop a S&OH standard operating procedure publication.

h. Conducting low hazard inspections/SASOHIs of worksite(s).

i. Accident investigation, reporting, and recordkeeping.

j. Review of safety related issues in fire, environmental, occupational health, and industrial hygiene.

k. Overview of special S&OH and Army programs such as the computerized defensive driving course, motorcycle safety, hazard communication standard, awards program, personnel protective clothing and equipment, hearing conservation, confined spaces, and respiratory protection, etc.

MDW Reg 385-7

**3-3. Specialized S&OH training**

The CDSRs will receive mandatory specialized training on S&OH topics determined by the ISO Manager. This training will be provided during either the ISO's semiannual CDSR safety meeting, established training sessions, or other S&OH training courses provided by the MDW or the ISO.

## **Chapter 4 Safety Inspections**

### **4-1. Standard Army safety and occupational health inspections (SASOHI).**

a. All worksites will be inspected at least annually using SASOHI procedures.

b. Facilities and operations involving special hazards will be inspected more frequently as determined by qualified safety and occupational health professionals.

c. All SASOHI will be conducted by:

(1) Qualified S&OH professionals, who will conduct SASOHI of high hazard areas (facilities and operations involving special hazards) at least semi-annually.

(2) Collateral duty safety representatives, who will conduct SASOHI of low hazard areas (i.e., administrative areas) at least annually.

d. The SASOHI may be conducted with or without prior notice. No-notice inspections may be used when it is determined a no-notice inspection will provide a significantly more meaningful assessment of actual operating conditions and practices.

e. The safety inspector conducting the SASOHI will consult a sampling of personnel on matters affecting their safety and health and offer them the opportunity to identify, confidentially, unsafe or unhealthful working conditions in the work areas.

g. When an "imminent danger" situation is discovered, the immediate supervisor and activity head will be notified as soon as possible. The CDSR will also immediately notify the installation safety office.

h. Upon completion of the SASOHI, a closing conference will be held with the commander, director, or designated representative. The unsafe/unhealthful working conditions identified during the inspection will be discussed for each risk assessment code (RAC) 1, 2, or 3 hazard that was not corrected immediately. (NOTE: Hazards will be risk assessed in terms of hazard severity (table 4-1) and accident probability (table 4-2), and then assigned a risk assessment code (RAC) (table 4-3).)

<b>Category: I</b>
Description: Catastrophic
Definition: Death or permanent total disability, system loss, or major property damage.
<b>Category: II</b>
Description: Critical
Definition: Permanent partial disability or temporary total disability in excess of 3 months, major system damage, or significant property damage.
<b>Category: III</b>
Description: Marginal
Definition: Minor injury, lost workday accident, or compensable injury or illness; minor system damage; or minor property damage.
<b>Category: IV</b>
Description: Negligible
Definition: First aid or minor supportive medical treatment, or minor system impairment.

Table 4-1. Hazard severity

<b>Level: A</b>
Description: Frequent
Individual item: Likely to occur frequently in life of item
Fleet or inventory: Continuously experienced
<b>Level: B</b>
Description: Probable
Individual item: Will occur several times in life of item
Fleet or inventory: Will occur frequently
<b>Level: C</b>
Description: Occasional
Individual item: Likely to occur sometime in life of item
Fleet or inventory: Will occur several times
<b>Level: D</b>
Description: Remote
Individual item: Unlikely but possible to occur in life of item
Fleet or inventory: Unlikely, but can reasonably be expected to occur
<b>Level: E</b>
Description: Improbable

Table 4-2. Accident probability

Hazard Severity	Accident Probability				
	A	B	C	D	E
I	1	1	2	3	5
II	1	2	3	4	5
III	2	3	4	5	5
IV	3	4	5	5	5

TABLE 4-3. Risk assessment code matrix

**4-2. Written reports of violations**

a. Written reports of violations resulting from SASOHI's will be provided to the commander or director of the unit/organization inspected. These reports will cite hazards and will recommend corrective actions. The DA Form 4754 (Violation Inventory Log) will be used for this purpose. (See app G for a completed sample of DA Form 4754.)

b. Notices of violations for RAC 1 or 2 hazards detected during SASOHI will be recorded on DA Form 4753 (Notice No. \_\_\_ of Unsafe or Unhealthful Working Conditions). (See app H for a completed sample of DA Form 4753.) Notices will be posted by the official in charge of the work place where the condition was discovered. Where it is not practical to post the notice at or near the hazard, it will be posted in a prominent place where it will be readily observable by all affected personnel. Delivery and posting will take place within 15 days of detection for safety violations and 30 days for health violations. The notices will remain posted for 3 working days or until correction, whichever is later. All posted notices will describe the nature and severity of the violation, the substance of the abatement plan, and interim protective measures.

c. Written reports of inspections will be retained on file for 5 years after the deficiencies have been corrected. Automatic data processing systems may be used to facilitate the recording and documentation of SASOHI and abatement.

**4-3. Hazard abatement**

Hazards will be eliminated on a worse-first basis. An abatement plan must be prepared for each RAC 1 or 2 hazard whose correction will exceed 30 days



**4-5. Followup procedures**

Procedures will be established to follow up on the correction of deficiencies identified during a SASOHI. If corrective action has not been accomplished or it is discovered that interim safety measures are not being enforced, the inspector will inform the ISO, who will determine remedial action, to include notifying the installation or activity commander if appropriate.

**4-5. Department of Labor (DOL) safety inspections.**

The DOL safety inspections may be in response to a complaint from an Army employee or employee representative; they may be scheduled as part of the Occupational Safety and Health Administration's (OSHA) annual evaluation of agency programs, OSHA target program, or in response to a fatal accident. Immediately notify the installation safety office if Department of Labor visits your unit/organization.

**Chapter 5**  
**Accident Investigation And Reporting**

**5-1. Safeguarding accident information.**

a. Accident investigation reports are official documents. They will be used solely for accident prevention purposes. The reports and their attachments, or copies and extracts, will not be enclosed in any other report or document unless the sole purpose of the other report or document is accident prevention.

b. Accident reports, and the privileged documents contained therein, may not be used as evidence or to obtain evidence in any disciplinary, administrative, or legal action such as:

(1) Determining the misconduct or line-of-duty status of Army personnel.

(2) Flight evaluation boards or military occupational specialty (MOS) reclassification actions.

(3) Determining liability in claims for or against the Government.

(4) Determining pecuniary liability.

(5) Any other adverse personnel action.

c. Contact the installation safety office for guidance prior to releasing accident information or reports.

**5-2. Classes of accidents**

Accident classes are used to determine the appropriate investigative and reporting procedures. Accident classes are as follows:

a. Class A accident - an Army accident in which the resulting total cost of property damage is \$1,000,000 or more; an Army aircraft or missile is destroyed, missing, or abandoned; or an injury and/or occupational illness results in a fatality or permanent total disability.

b. Class B accident - an Army accident in which the resulting total cost of property damage is \$200,000 or more, but less than

**MDW Reg 385-7**

\$1,000,000; an injury and/or occupational illness results in partial disability, or when five or more personnel are hospitalized as inpatients as the result of a single occurrence.

c. Class C accident - an Army accident in which the resulting total cost of property damage is \$10,000 or more, but less than \$200,000; a nonfatal injury that causes any loss of time from work beyond the day or shift on which it occurred; or a nonfatal occupational illness that causes loss of time from work (for example, 1 work day) or disability at any time (lost time case).

d. Class D accident - an Army accident in which the resulting total cost of property damage is, \$2,000 or more but less than \$10,000. (Note: Nonfatal injuries or illnesses - restricted work activity, light duty, or profile - will only be recorded in the Army Safety Management Information System (ASMIS) in conjunction with recordable property damage accidents.)

e. Class E aviation incident - an army incident in which the resulting damage cost and injury severity do not meet the criteria for a Class A-D accident (\$2,000 or more damage; lost time/restricted activity case). A Class E aviation incident is recordable when the mission (either operational or maintenance) is interrupted or not completed. Intent for flight may or may not exist.

f. Foreign Object Damage (FOD) aviation incident (also known as Class F incident) - recordable incidents confined to aircraft turbine engine damage (does not include installed aircraft Auxiliary Power Units (APU) as a result of internal or external FOD, where that is the only damage).

**5-3. Types of accidents**

The various types and specific exceptions follow: When two or more types of Army vehicles, such as an Army Motor Vehicle (AMV) and an Army Combat Vehicle (ACV) are involved in an accident, the type of equipment operated by the individual deemed most responsible will determine the accident type. The following briefly covers the most common types of accidents; refer to AR 385-40 for a more complete explanation of these types of accidents and other types of accidents not specifically covered.

a. Army aircraft accident.

(1) Flight accidents. Those accidents in which intent for flight exists (as defined in the glossary), and there is reportable damage to the aircraft itself. (Explosives, chemical agent, or

missile events that cause damage to an Army aircraft with intent for flight are categorized as flight accidents to avoid dual reporting.)

(2) Flight-related accidents. Those aircraft accidents in which there is intent for flight and no reportable damage to the aircraft itself, but the accident involves a fatality, injury to air crew, ground crew, passengers, or other property damage. These type of accidents are not to be used in the calculation of flight accident rates.

(3) Aircraft ground accident. Injury or property damage accidents involving Army aircraft in which no intent for flight exists, and the engine(s) is in operation.

b. AMV accidents.

(1) An accident involving a motor vehicle may be classified as an AMV accident if the vehicle meets the following criteria:

(2) The vehicle is owned, leased (includes General Services Administration (GSA) and government-owned, contractor-operated vehicles that are under full operational control of the Army; for example, hand receipt or like document), or rented by Department of the Army (DA) (not an individual) to include reserve components.

(3) The vehicle is primarily designed for over-the-road operation.

(4) The vehicle's general purpose is the transportation of cargo or personnel. Examples are passenger cars, station wagons, trucks, ambulances, buses, motorcycles, fire trucks, and refueling vehicles.

c. ACV accidents. These accidents occur incident to the operation of an ACV or combat equipment such as a tank, self-propelled weapon, armored personnel carrier, or amphibious vehicle ashore. Additionally, injuries and property damage incurred during operation of installed ACV armament systems also qualify as an ACV accident (even if the vehicle is not in motion).

d. Other Army vehicle accidents. These Army accidents involve the operation of an Army vehicle other than those cited in a through c above (for example, aircraft tugs, bulldozers, forklifts, trains, and similar vehicles).

**MDW Reg 385-7**

e. Army operated vehicle accidents. Any vehicle accident not identified in other categories (for example, GSA, privately owned vehicle (POV) on official business), that is being operated in an official capacity (for example, vehicles on temporary loan (not on a hand-receipt) from another government agency).

f. POV accident. These accidents involve the operation of motor vehicle (not on official business), privately owned by an individual, other than an Army vehicle that results in:

(1) A fatality or lost-workday case injury to Army military personnel, on- or off-duty.

(2) Injury to Army civilian personnel while performing duties in a work compensable status.

g. Fire. A fire is the unintentional, destructive, and uncontrolled burning of combustible solids, liquids, or gases. Fire accidents involve:

(1) Equipment fires. At a minimum, units will ensure that all fires are reported to the installation safety office (ISO). AR 420-90 requires all fires that cause damage to Army equipment to be reported on DD Form 2324 (DoD Fire Incident Report). This is generally done through the installation fire department although the unit experiencing the fire may initiate the DD Form 2324. In addition, a completed DA Form 285 (U.S. Army Accident Report) will be submitted for recording in ASMIS on equipment fires and explosions outlined in AR 385-40.

(2) Facility Fire. A DD Form 2324 will be submitted for fire accidents involving Army-owned or -leased fixed facilities and physical property except where the fire was willfully and maliciously ignited (arson). A DA Form 285 will not be submitted in addition to DD Form 2324 for fires listed in AR 385-40 unless those fire accidents result in a lost time or greater injury or occupational illness.

h. Personnel injury-other. These accidents involve injury to Army personnel and non-Army personnel as a result of Army operations not covered by any other accident type and injury to off-duty military personnel not covered by any other accident type.

i. Refer to AR 385-40 for the following additional types of accidents: marine, chemical, explosives, ionizing and nonionizing radiation, nuclear, biological, fratricide, and commercial carrier/transportation.

**5-4. Accident reporting requirements.**

- a. All accidents will be reported immediately to supervisor.
- b. Actions will be taken to prevent future incidents.
- c. Accident reporting procedures outlined in AR 385-40 and DA Pam 385-40 will be used in reporting accidents.
- d. Table 5-1, below, outlines notification and reporting requirements.

ACCIDENT CLASS	PEACETIME			COMBAT <sup>2</sup>	
	TELEPHONIC NOTIFICATION WORKSHEET	AGAR	DA FORM 285	TELEPHONIC NOTIFICATION WORKSHEET	AGAR ONLY By Any Means Possible (Message, Electronic, FAX, Phone, Hand Carry, Mail)
<b>ON-DUTY</b>					
A	Immediately <sup>1</sup>	Not Required	IA/CAI - 90 days	Immediately <sup>1</sup>	As Time Permits (Not to Exceed 30 days)
B	Immediately <sup>1</sup>	Not Required	IA/CAI - 90 days	Immediately <sup>1</sup>	As Time Permits (Not to Exceed 30 days)
C	Not Required	Within 30 days	Not Required	Not Required	As Time Permits (Not to Exceed 30 days)
D	Not Required	Within 30 days	Not Required	Not Required	As Time Permits (Not to Exceed 30 days)
<b>OFF-DUTY</b>					
A	Immediately <sup>1</sup>	Within 30 days	Not Required	Immediately <sup>1</sup>	As Time Permits (Not to Exceed 30 days)
B	Immediately <sup>1</sup>	Within 30 days	Not Required	Immediately <sup>1</sup>	As Time Permits (Not to Exceed 30 days)
C	Not Required	Within 30 days	Not Required	Not Required	As Time Permits (Not to Exceed 30 days)
D	Not Required	Within 30 days	Not Required	Not Required	As Time Permits (Not to Exceed 30 days)

NOTE: 1. USASC must be notified IMMEDIATELY by phone at DSN 558-2660/2539/3410 or Commercial (334) 255-2660/2539/3410 or notify USASC Safety Rep forward (during combat).

2. ONLY when the senior tactical commander determines that the situation, conditions, and/or time does not permit normal peacetime investigating and reporting.

\* Army civilian injury only accidents should be reported on appropriate Department of Labor (DOL) form IAW AR 385-40.

**Table 5-1. Ground Accidents Notification & Reporting Requirements and Suspenses**

**Appendix A  
References****Section I  
Required Publications**

AR 385-10	The Army Safety Program
AR 385-40	Accident Reporting and Records
DA Pam 385-1	Unit Safety Program (military unit CDSRs only)
DA Pam 385-40	Army Accident Investigation and Reporting
MDW Reg 385-1	Hazard Communication Standard Program
MDW Reg 385-3	Risk Management
MDW Reg 385-4	Computerized Defensive Driving Course
MDW Reg 385-5	Ergonomics
USASC Guide	Abbreviated Ground Accident Report (available from installation safety office)

**Section II  
Related Publications**

Section 19	Public Law 91-956, Occupational Safety and Health Act of 1970, as amended (29 U.S.C. 651, 1976).
Executive Order 12196	Occupational Safety and Health Programs for Federal Employees
OSHA Standards 29CFR 1960	Elements for Federal Employee Occupational Safety and Health Programs
DoDI 6055.1	DoD Occupational Safety and Health Program
DoDI 6055.7	Mishap Investigation, Reporting, and Recordkeeping
AR 40-5	Preventive Medicine
AR 385-55	Prevention of Motor Vehicle Accidents
AR 420-90	Fire Protection

MDW Reg 385-7

AR 600-55

The Army Driver and Operating Standardization Program (Selection, Training, Testing, and Licensing)

AR 672-74

Army Accident Prevention Awards Program

MDW Reg 385-2

Confined Space Program

MDW Reg 385-6

Respiratory Protection

MDW Pam 385-1

Physical Training Running Formations

CD-ROM

Occupational Safety & Health Collateral Duty Safety Course for Federal Employees

**Section III  
Required Forms**

DA Form 87

Certificate of Training

DA Form 285

U.S. Army Accident Report

DA Form  
285-AB-R

Abbreviated Ground Accident Report

DA Form 4753

Notice No. \_\_\_ of Unsafe or Unhealthful Working Conditions

DA Form 4754

Violation Inventory Log

DA Form 4755

Employee Report of Alleged Unsafe or Unhealthful Working Conditions

DD Form 1556

Request, Authorization, Agreement, Certification of Training and Reimbursement

DD Form 2272

DoD Occupational Safety and Health Protection Program

DD Form 2324

DoD Fire Incident Report

DOL Form CA-1

Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation

DOL Form CA-2

Notice of Occupational Disease and Claim for Compensation

MDW Form 42-R-E

Job Safety Hazard Analysis



**MDW Form 43-R-E**      Quarterly Safety Inspection Checklist for  
Administrative Areas

**MDW Form 44-R-E**      Quarterly Safety Inspection Checklist for  
Troop Billeting Areas

(NOTE: The above MDW forms may be locally reproduced on 8 1/2- by 11-inch paper or electronically generated. A copy of the forms (for reproducible purposes) are located at the back of this regulation.)

**Section IV**  
**Websites**

**Army Safety Center**  
<http://safety.army.mil>

**Army Publications**  
<http://www-usappc.hoffman.army.mil/gils/epubs/html>

**Occupational Safety and Health Administration**  
<http://www.osha.gov>

**Code of Federal Regulations**  
<http://law.house.gov>

**Army Center for Health Promotion and Preventive Medicine**  
<http://chppm-www.apgea.army.mil>

**National Institute for Occupational Safety and Health**  
<http://www.cdc.gov/niosh/homepage.html>

**National Fire Protection Agency**  
<http://www.wpi.edu/~pfel/nfpa.htm>

Appendix B  
Sample CDSR Appointment Order

LETTERHEAD

OFFICE SYMBOL (Marks Number)

Date Signed

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Additional Duty Collateral Duty Safety Representative  
(CDSR) Appointment

1. Effective (date), (name) is appointed as the CDSR for the  
(unit or organization name, address).
2. Authority: AR 385-10 and MDW Reg 385-7.
3. Purpose: To perform the duties outlined in MDW Reg 385-7.
4. Period: (date, not less than 1 year).
5. Special Instructions: None.

NAME  
RANK, BRANCH (if applicable)  
Title

DISTRIBUTION:

- 1 - Individual concerned
- 1 - Installation Safety Office
- 1 - File

**Appendix C**  
**Program of Instruction**  
**Collateral Duty Safety Representative**  
**Core Training**

**Training Objective:** Upon completion of this course, the CDSR will have a basic understanding of S&OH principles and the Army, MDW, and his/her installation's regulatory requirements and S&OH programs. In addition, the CDSR will have the knowledge and skills to conduct a low hazard S&OH inspection, assist in an accident investigation, and promote safety within their unit/organization.

**Length of Course:**

<b><u>TOPIC</u></b>	<b><u>Hour(s)</u></b>
<b>OSHA Introduction</b>	
Section 19 of Public Law 91-956	
Executive Order 12196	.15
<b>Army Safety Management Program</b>	
AR 385-10	
Introduction to risk management (MDW Reg 385-3)	
Safety resources	
Outlined in MDW Reg 385-7, paragraph 1-2	.45
<b>Roles and Responsibilities of the CDSR</b>	
Outlined in MDW Reg 385-7, paragraph 2-4	.30
<b>Preparing a S&amp;OH Standing Operating Procedure (SOP) Publication</b>	
How to prepare an SOP	
SOP approval process	.15
<b>Accident Investigation and Reporting</b>	
AR 385-40	
Classes of accidents	
Notification of Class A and B accidents	
Investigation	
Reporting forms (DA Form 285-AB-R)	
Recordkeeping	
Developing countermeasures	1.15
<b>Employee Hazard Reporting</b>	
Procedures	
Forms - DD Form 2272 and DA Form 4755	
Followup action	.15

**MDW Reg 385-7**

**Inspections**

AR 385-10

MDW/ISO command inspection program

Inspections

Procedures

Techniques

Identifying hazards

Do's and dont's of office safety

General Facility Checklist

Troop Billet Safety Inspection Checklist

SASOHis

Procedures

Forms - DA Form 4753 and DA Form 4754

Reporting requirements

Recordkeeping

Abatement Procedures

Work/service orders

Self help

Abatement plans

2.45

**MDW Safety Program Requirements**

Computerized Defensive Driving Course (MDW Reg 385-4)

Motorcycle Safety Course

Safety Awards and Incentives

Hazard Communication Standard (MDW Reg 385-1)

Other programs deemed necessary/pertinent to  
each individual installation

.30

**Special S&OH and Army Programs Overview**

Personnel Protective Clothing and Equipment

Confined Spaces (MDW Reg 385-2)

Lockout/Tagout

Hearing Conservation

Ergonomics

Respiratory Protection

Safety Related Programs

Fire Safety

Industrial Hygiene

Occupational Health

Environmental Safety

Other programs deemed necessary/pertinent to  
each individual installation

.30

**Appendix D**  
**Preparing a Safety Standing Operating Procedure (SOP)**

This guide identifies safety and occupational elements that might be addressed in a safety SOP. The SOP should be tailored to the organization's particular environment, operations, and peculiarities.

**1. Goals.**

- a. Eliminate accidental losses.
- b. Establish a safe and healthful improvement.
- c. Establish a high level of safety awareness and attitude.
- d. Integrate risk management.

**2. Responsibilities.**

- a. Commanders/Directors.
- b. Supervisors.
- c. Unit/Directorate Collateral Duty Safety Representative.
- d. Individual.

**3. Administration Requirements.**

- a. Appointment orders.
- b. Safety policy.
- c. Required and related safety publications.
- d. Functional files.
- e. Record keeping.
- f. Safety orientations.
- g. Holiday briefings.
- h. Training.

**4. Accident Reporting and Investigation.**

- a. Explain the purpose for accident reporting and investigations.
- b. Reporting of all accidents immediately to the supervisor.
- c. Explain what to do in the event of a serious accident (i.e., do not disturb site/evidence; notify nstallation safety office immediately.
- d. Provide suggestions on how to prevent a similar accident.
- e. Countermeasure development and implementation.
- f. Timely submission of accident reports.
- g. Accident/injury logs.

**5. Inspections/Surveys.**

- a. Explain the purpose for inspections.
- b. Identify types:
  - (1) Internal - how often and by who.
  - (2) External - safety, health, and fire.
  - (3) Spot surveys - collateral and/or installation safety personnel.
  - (4) Scheduled/unscheduled.
- c. Explain cooperation and participation expectations.
- d. Attach checklists.
- e. Reports/records.
- f. Followup procedures.
- g. Corrective actions.

**6. Protective Clothing and Equipment.**

- a. Explain purpose.
- b. Provided by who and how often.
- c. Types required - individually and shop/organization.
- d. Maintenance responsibility.
- e. Personal purchased items - must also meet standards.
- f. Mandatory use and penalties for violations.
- g. Replacement procedures.
- h. Use of proper item for the task.

**7. Training/Education.**

- a. Required training.
- b. Types.
  - (1) Internal - unit/organization.
  - (2) External - U.S. Army Safety Center, Safety Office, private industry, etc.
- c. Mandatory versus desired.
- d. Selection procedures.

**8. Reporting Unsafe or Unhealthful Acts and Conditions.**

- a. Individual responsibility.
- b. Supervisor responsibility.
- c. Who it is reported to and phone numbers.
- d. How it is reported - location and use of DA Form 4755.
- e. Hazard abatement.

**9. Emergency Procedures.**

- a. How and where to report emergencies (fire and medical).
- b. Evacuation Plan.
- c. When and when not to use fire extinguisher.
- d. Who is designated to operate fire extinguisher.
- e. First-aid procedures.

**10. Fire Prevention.**

- a. Location of exits and plan of travel.
- b. Location of phones to report fires.
- c. Fire drills.
- d. Location of fire extinguisher.
- e. Housekeeping.
- f. Smoking (identify smoking and non-smoking areas).
- g. Appointment of unit/organization fire marshal.

**11. Motor Vehicle Safety.**

- a. Army Motor Vehicles (AMV).
- b. Privately Owned Vehicles (POV).
- c. Motorcycles.
- d. Computerized Defensive Driving Course.
- e. Use of Ground Guides.
- f. Licensing procedures/requirements.
- g. Winter driving.
- h. Locality driving hazards.

**12. Office Safety.**

- a. Housekeeping.
- b. Slips/trips/falls.
- c. Protruding objects (file/desk drawers, table edges, etc.)
- d. Floors/carpets.
- e. Aisles/stairs/doors.
- f. Equipment - detecting deficiencies.
- g. Electrical (ground prongs, extension cords, outlets, etc.)
- h. Storage.

**13. Shop Safety.**

- a. Safe working practices/procedures.
- b. Storage and handling of flammable/combustible products.
- c. Housekeeping.
- d. Proper use and maintenance of tools.